

# CITY OF MILWAUKIE

## **CLASSIFICATION: EVENT COORDINATOR**

Department: City Manager

FLSA Status: Non-Exempt

Pay Grade: 61

Union Representation: AFSCME

## **CLASSIFICATION SUMMARY:**

As a member of the city's Strategic Engagement Team, plans, coordinates, and manages citywide events and volunteer programs. Administers projects including, but not limited to, volunteer coordination, grant administration and coordination, implementation, and oversight of all phases of assigned projects.

This position works under the general supervision of the city's Assistant City Manager. The Event Coordinator works closely with the City's Public Affairs Specialist and the Community Program Coordinator. As a member of the city's Strategic Engagement Team, this position will have direct input into the development and implementation of the city's open streets events and is involved with the planning and coordination of other city events and communications strategies including the Umbrella Parade and Tree Lighting, Winter Solstice and Christmas Ships Viewing, Earth Day, and others as assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

1. Plans, coordinates, and implements complex citywide events and programs.
  - a. Issues, monitors and tracks permits for special events.
  - b. Responsible for contract negotiations and management of event vendors, promoters, and contractors.
  - c. Manages sponsorship program (Carefree Sundays).
  - d. Highlights functions and accomplishments of city events.
  - e. Identifies new and creative ways to engage community members in city events.
  - f. Works with City Communication Program Manager to produce marketing materials for events.
2. Researches grant programs and other potential funding sources and prepares grant applications. Oversees and administers grants.
3. Coordinates and implements city-wide volunteer program
  - a. Recruits, trains, and assigns duties to volunteers.
  - b. Manages and maintains the volunteer database
4. Conducts research, analyzes, and prepares recommendations for event processes and protocols such as vendor payments, entertainment hiring, and donations.
5. Makes presentations to Neighborhood District Associations (NDA), boards, commissions, committees, and the general public as assigned.
6. Provides staff support to the Carefree Sunday Volunteer Committee and its three subcommittees including Sponsorship & Fundraising, Volunteer Recruitment, and Activity Area Planning.

## **EVENT COORDINATOR**

7. Assists with event publicity including use of a variety of city communication channels (i.e. the Pilot newsletter, city web site, and social media)
8. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
9. Maintains positive public relations and is responsive to customer needs.
10. Performs other duties as required.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- The principles and practices of event planning/management, modern public administration, and community building.
- Graphic design and marketing

#### **Skills and Abilities to:**

- Facilitate meetings and implement major citywide events.
- Analyze situations and problem solve.
- Make effective oral and written presentations.
- Accurately record and maintain records.
- Meet deadlines.
- Attend meetings or perform assignments at locations outside the office.
- Establish and maintain effective working relationships.
- Work as a team member.
- Perform the essential functions of the job.

#### **Required Education, Training and Experience**

*(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)*

- Associate degree in public administration, planning, marketing, or related field
- Three (3) years of professional level work in event planning, project coordination/management or related area.

#### **Licensing/Special Requirements:**

- Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.

## EVENT COORDINATOR

### SUPPLEMENTAL INFORMATION:

#### Tools and Equipment Used:

- Computer, printer, and copy machines; Computer software including MS Office based word-processing, spreadsheet, and data base, and telephones, printers, and projectors.

#### Supervision:

- Provides training, coaching and work direction to volunteers and team members assigned to specific projects.
- Works under the general direction of the Assistant City Manager.

#### Working Conditions:

*(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)*

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Much of the work is performed in an office environment, but also includes a significant amount of outdoor activities. Evening and weekend meetings and events are required.

***The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

#### Classification History:

Drafted: November 2019

Adopted: November 2019

Revised: